


INVITATION TO BID STATE OF LOUISIANA DHH-MEDICAL VENDOR ADMIN DHH-OFFICE OF MANAGEMENT & FINANCE		BIDS WILL BE PUBLICLY OPENED: <div style="font-size: 1.2em; font-weight: bold;">APR 27, 2006 02:00 PM</div> PURCHASING AGENCY NO. : 305PUR SEE NO. 8 BELOW. RETURN BID TO <div style="text-align: right;">02:00 PM</div> <div style="display: flex; justify-content: space-between;"> 2206592 04/27/06 </div> DHH-OFFICE OF MANAGEMENT & FINANCE CENTRAL PURCHASING OFFICE 1201 CAPITOL ACCESS, 5TH F PO BOX 1526 BATON ROUGE, LA 70821-1526 <div style="display: flex;"> <div style="flex: 1;"> BUYER : MARK L WRIGHT BUYER PHONE : (225) 342-7627 DATE ISSUED : 03/29/06 REQ. AGENCY : 305012 AGENCY REQ. NO. : 6118-WCM ISIS REQ. NO. : 1286875 VENDOR PHONE : FISCAL YEAR : 06 CLASS/SUBCLASS : 42554 SCHEDULED BEGIN DATE : 00/00/00 SCHEDULED END DATE : 00/00/00 T-NUMBER : </div> <div style="flex: 1; text-align: right; font-size: 0.8em;"> FOLD HERE--> </div> </div>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> =====> VENDOR NO. : SOLICITATION : 2206592 FILE NO. : OPENING DATE : 04/27/06 </div> <div style="border: 1px solid black; padding: 5px; min-height: 80px;"> =====> VENDOR NAME AND ADDRESS </div> <div style="margin-top: 20px; text-align: center; font-weight: bold; font-size: 1.1em;"> FILL IN VENDOR NUMBER (FEIN), NAME AND ADDRESS ABOVE, BEFORE SUBMITTING BID. </div>		

MODULAR MAILROOM FURNITURE

TO BE COMPLETED BY VENDOR

1. _____ PLEASE REMOVE FROM THIS COMMODITY CODE.
2. _____ DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER.
3. _____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS.
4. _____ BID BOND ATTACHED, _____ CERTIFIED CHECK ATTACHED, _____ OTHER, IF REQUIRED.
5. _____ BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT).

INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.
3. THIS BID IS TO BE MANUALLY SIGNED IN INK.
4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
5. AMOUNT OF BID BOND REQUIRED: _____ N/A _____.
6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED, _____ OR _____ 0% _____ OF BID.
7. DESIRED DELIVERY: _____ SEE DETAILS ELSEWHERE IN DOCUMENT _____.
8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE.
9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.

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VENDOR PHONE NUMBER: FAX NUMBER:	TITLE	DATE
SIGNATURE OF AUTHORIZED BIDDER - SEE NO. 30, PAGE 3. (MUST BE SIGNED)		NAME OF BIDDER (TYPED OR PRINTED)

STANDARD TERMS & CONDITIONS		INVITATION TO BID	
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<p>11 ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.</p> <p>12. CONFERENCE: _____ NA _____ NA _____ NA</p> <p>13. BID FORMS. ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED: A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND; B. BID FILLED OUT IN PENCIL; AND C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.</p> <p>BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.</p> <p>14. STANDARDS OF QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.</p> <p>15. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</p> <p>16. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</p> <p>17. AWARDS. THE STATE OF LOUISIANA RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.</p> <p>18. PRICES. UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>19. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>20. TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p>			

STANDARD TERMS & CONDITIONS		INVITATION TO BID	
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<p>21. NEW PRODUCTS. UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>22. CONTRACT RENEWALS. UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.</p> <p>23. CONTRACT CANCELLATION. THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>24. DEFAULT OF CONTRACTOR. FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>25. ORDER OF PRIORITY. IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>26. APPLICABLE LAW. ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>27. COMPLIANCE WITH CIVIL RIGHTS LAWS. BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>28. SPECIAL ACCOMMODATION. ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>29. INDEMNITY. CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p> <p>30. SIGNATURE AUTHORITY. IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:</p> <ol style="list-style-type: none"> 1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR 2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY A CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR 3. OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY. 			

SPECIAL TERMS & CONDITIONS		INVITATION TO BID	
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- 1 PREFERENCE. IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.

DO YOU CLAIM THIS PREFERENCE? YES_____

SPECIFY LINE NUMBER(S) : _____

SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED: _____

(NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)

DO YOU HAVE A LOUISIANA BUSINESS WORKFORCE? YES_____ NO_____

IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA BUSINESS WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS?

YES_____ NO_____

FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES. PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

2 INSURANCE REQUIREMENTS:

CONTRACTOR SHALL PROCURE AND MAINTAIN FOR THE DURATION OF THE CONTRACT INSURANCE AGAINST CLAIMS FOR INJURIES TO PERSONS OR DAMAGES TO PROPERTY WHICH MAY ARISE FROM OR IN CONNECTION WITH THE PERFORMANCE OF THE WORK HEREUNDER BY THE CONTRACTOR, HIS AGENTS, REPRESENTATIVES, EMPLOYEES OR SUBCONTRACTORS. THE CONTRACTOR SHALL MAINTAIN LIMITS NO LESS THAN:

- 1) COMMERCIAL LIABILITY: \$500,000 COMBINED SINGLE LIMITS PER OCCURRENCE FOR BODILY INJURY, PERSONAL INJURY AND PROPERTY DAMAGE.
- 2) AUTO LIABILITY: PROOF MAY BE REQUIRED. THIS WILL DEPEND ON THE CONTRACT TYPE. MUST BE PROVIDED WITHIN 5 DAYS OF REQUEST.
- 3) WORKER'S COMPENSATION AND EMPLOYERS LIABILITY: WORKERS COMPENSATION LIMITS AS REQUIRED BY THE LABOR CODE OF THE STATE OF LOUISIANA AND EMPLOYERS LIABILITY COVERAGE. EXCEPTION: EMPLOYERS LIABILITY LIMIT IS \$500,000 WHEN WORK IS TO BE OVER WATER AND INVOLVES MARITIME EXPOSURE.

ADDITIONAL COVERAGE: IN ADDITION TO THE FOREGOING, CONTRACTOR SHALL PROVIDE \$.60 PER LB. IF APPLICABLE TO THE CONTRACT TYPE. THE AGENCY, ITS OFFICERS, OFFICIALS, EMPLOYEES, BOARDS AND COMMISSIONS AND VOLUNTEERS ARE TO BE ADDED AS "ADDITIONAL INSURED" AS RESPECTS LIABILITY ARISING OUT OF ACTIVITIES PERFORMED BY OR ON BEHALF OF THE CONTRACTOR; PRODUCTS AND COMPLETED OPERATIONS OF THE CONTRACTOR, PREMISES OWNED, OCCUPIED OR USED BY THE CONTRACTOR. THE COVERAGE SHALL CONTAIN NO SPECIAL LIMITATIONS ON THE SCOPE OF PROTECTION AFFORDED THE AGENCY, ITS OFFICERS, OFFICIALS, EMPLOYEES OR VOLUNTEERS.

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<div>3</div> <div>*****</div> <div><p>_____ DUE TO FISCAL YEAR CONSTRAINTS, FUNDING MAY BE UNAVAILABLE FOR _____ PAYMENT FOR ITEMS NOT DELIVERED BY JUNE 30. IF DELIVERY CANNOT BE MADE IN ACCORDANCE WITH THE ORDER, VENDOR MUST ADVISE THE AGENCY OF INABILITY TO SUPPLY.</p><div>*****</div></div>			

PRICE SHEET		INVITATION TO BID			
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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00001	<p>UNLESS SPECIFIED ELSEWHERE SHIP TO: DHH-MEDICAL VENDOR ADMIN BHSF-FINANCIAL OPERATIONS 1201 CAPITOL ACCESS ROAD 6TH FLOOR BATON ROUGE , LA 70802</p> <p>COMMODITY CODE: 425-54-000000</p> <p>FURNISH AND INSTALL MODULAR MAILROOM EQUIPMENT IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS AND SPECIAL CONDITIONS. THE LOCATION OF THE INSTALLATION IS CURRENTLY UNDER CONSTRUCTION. DELIVERY AND INSTALLATION WILL BE DURING THE MONTH OF JUNE. VENDOR TO COORDINATE DELIVERY AND INSTALLATION WITH AGENCY REPRESENTATIVE. ALL LABOR, MATERIALS, TOOLS AND EQUIPMENT NECESSARY FOR SUCCESSFUL INSTALLATION TO BE PROVIDED BY VENDOR.</p> <p>ADDRESS OF INSTALLATION: STATE OF LOUISIANA DEPARTMENT OF HEALTH & HOSPITALS BUREAU OF HEALTH SERVICES FINANCING BIENVILLE BUILDING 628 N. 4TH STREET BATON ROUGE, LA. 70802</p> <p>AGENCY REPRESENTATIVES: WILLIE MATTHEWS 225-342-1635 OR LORI GREEN 225-342-3944</p> <p>SPECIFY BRAND (& NUMBER IF APPLICABLE)</p>	1	LOT		

MODULAR MAILROOM FURNITURE SPECIFICATIONS

GENERAL

Scope:

Furnish and install Modular Mailroom Furniture as specified.

Installation Location:

State of Louisiana
Department of Health and Hospitals, BHSF
620 North 4th Street
Baton Rouge, LA 70802

Bidder shall determine and supply all components and hardware plus any and all parts required for a complete, functional, stable installation suitable for intended use whether specifically noted or not.

Damage to walls, woodwork, ceiling material, carpet, etc., shall be the responsibility of the successful bidder.

All work shall be coordinated with Willie Matthews or Lori Green to insure the least amount of disturbance to normal work flow within the area.

The successful bidder shall clean up and remove all debris from the premises after the job is completed. The successful bidder shall see to it that all components and surfaces are left in good order, clean and properly installed.

Contact Persons:

Willie Matthews	Lori Green
(225) 342-1635	(225) 342-3944

Standard of Quality:

It is the intent of the Owner to receive bids from all qualified Modular Mailroom Furniture manufacturers and, also "or equal" bids are requested.

Whenever brand name specifications or catalog numbers are used to describe the standard of quality, performance and other characteristics to meet the Owner's requirements, the use of such specifications shall not restrict bidders to a specific brand, make or manufacturer,

The bid documents and equipment list define the essential requirements as to the quality of materials, hardware, finish, construction, design, function, and overall workmanship of the equipment.

The Owner is especially concerned with seeing that the function remain as has been planned. Any deviation changing the function, use, or capacity of this equipment will not be acceptable.

Substitution and/or deviations of items which differ from the specified items shall be considered provided the items are equivalent to that which is specified.

A bidder wishing to base their bid on items that differ from the minimum requirements set forth in these bid documents shall clearly note that the substitution or deviation is in compliance with bid specifications.

A bidder wishing to base their bid on items that differ in size and configuration shall submit with bid plan and elevation drawings that clearly show their bid is in compliance with the functional requirements as has been planned.

The Owner reserves the right to reject a bid offering items which in the Owner's opinion does not meet the standard of quality, function, or essential requirements established by these bid documents.

IOPC Multisort Modular Millwork or Equal.

Defective Parts:

Defective or damaged parts which cannot be restored to factory-finished conditions and appearance shall be replaced.

Completion:

Upon completion, Contractor shall make an inspection and warrant, in writing, that the furniture is properly installed and ready for use.

Warranty:

System to be covered by a LIFETIME WARRANTY by the manufacturer. Provide a written copy of manufacturer's warranty.

PRODUCTS/DESIGN DETAILS

A. Base Cabinets – Structural System:

Frame system to be an independent structural design to support 500-lbs. minimum distributed dynamic loads. Vertical frame members to be 12 ga. Furniture steel, horizontal frame members to be 16 ga. Furniture steel (minimum). Structural end frame junctions to be of concealed, full penetration welds on interior vertical seams. Frame bases to contain 1" floor leveling guides with rubber (non-marring) pads on steel base with threaded (3/8" diameter) shaft which inserts into threaded 1" diameter inserts permanently welded into frame bases. Leveling feet to be easily removed to allow insertion of casters to convert cabinet to mobile unit as needed. Casters to be 5 1/4" high, dual ball bearing swivel with one piece, permanently lubricated hubs and non-marking neoprene wheel.

Frame design to be modular, enabling selection of cabinet widths in one foot width increments from 2 to 6 feet width (nominal). Modular connecting joints to be fastened via 7/16" diameter, machine hardened flathead bolts inserted through chamfered seats in end frames into a welded, threaded steel insert (1" diameter by 1" length) located in horizontal frame ends. Connected joints to be flush mounted with a frame exterior for a smooth surface finish. Frame depths to be available in 15 3/4", 31 5/8" and 46 3/4" (nominal).

Modular frames to be machined to allow accessorization of structure frames with a standard range of wooden components (tops, sides, backs, doors & drawers). Frame and cabinet design to allow easy installation of wooden components during original unit construction or a subsequent time after field installation of cabinets should user needs require. All components to be changeable as required should space requirements or user preferences for sizes, finishes or accessorization of cabinets require such changes.

B. Base Cabinets – Wood Components/Finishes:

Wood components to be of 3/4", 45 lbs. density substrate cores (MDF or equal). Edges to be finished with 3mm thickness, high impact resistant PVC edging in colors coordinated with component surface finish.

Wood panels/components to be of same finish on both sides. Surfaces to be Panolam thermally fused, melamine laminates (or equal HPL) that meets or exceeds ANSI A.208 1-1993 for type M2 or M3 typical performance and NEMA LD2 1991-GP28 performance standard. Manufacturer to supply compliance specifications and test results on request.

Cabinet designs to allow easy addition, removal or change-out of cabinet tops, backs, sides, bases, doors and drawer stacks as desired to support ongoing user needs and changes.

Drawer stack modules and hinged door assemblies to be available in 24" and 36" widths (nominal) and to be an insertable/removable components which can be included as original components or added/removed at a later date should user requirements necessitate such changes of equipment in service. Drawer glides to be full extension, dual ball bearing, movements with a

minimum 75 lb. Load rating per drawer (300 lbs. per 4 drawer module). Hinged door assemblies to include 125° opening, 6 way adjusting hinges (33 mm inset design) or equal.

Sliding door assemblies to contain roller bearing movements (4 per door) with positive flange guides in recess mounted PVC track for easy door movement (friction drag door movement not acceptable). Sliding door panels to feature quick release roller hardware to allow easy insertion/removal of doors as required by users.

Wood surfaces/finishes to be available from manufacturer in sufficient variety of solids, woodgrains, and patterns to facilitate easy coordination of modular cabinetry with user interior finishes.

C. Cabinet Risers:

Risers to be constructed of same material thickness and specifications as wood components/finishes for modular cabinetry components. Risers to contain integral wire management/access grommets (3" diameter), flush mount plastic hardware (or equal). Riser seams to be joined via concealed hardware (no exposed screws/bolts). Riser top to provide integral mounting plates for easy, secure attachment of modular bins on riser surfaces as appropriate. Risers to contain hardware accessories to allow easy anchoring or removal of riser to cabinet surfaces.

D. Sorters/Organizers:

Horizontal slot openings to be minimum 15 ¾" deep by 11 ½" inside width to accept standard letter and legal documents and common mail sizes. Sorters to contain integral index on front and rear of slots to allow easy indexing of up to 10 ½" in length via "clip-on" clear label holders with insertable, color index strips for quick, easy indexing and updating of system.

Slots to be easily adjusted on 1" centers with fingertip pressure, (even when sort tray or shelf is fully loaded) and to be a minimum 1" high (vertical opening). Slots to be a positive locking design.

Manufacturer to provide a "Windows" and "DOS" compatible software indexing program to allow users to easily create 18 pt. Bold index labels in up to 10 standard index label colors on in-house PCs with output of index labels on common brand laser printers at user's facility.

Sorters to be a true "modular" design that allows users to increase decrease or change individual sorter size, capacity and interior components as often as needed with no tools required to effect such changes. Sorters to be manufactured of lightweight, high-impact polystyrene or equivalent material.

Each slot position to have an inherent "modular" capability whereby users may insert a dished tray, thumb-cut shelf, vertical divider or positive locking drawer for each position as desired. Trays, shelves and drawers to be available in a range of 5 distinct colors to permit color coding of customers, departments, floors, buildings or other processing priorities as selected by users.

Sort backs to be “modular” component that allows user to install open and/or closed backs selectively throughout the system as needed. Solid/closed backs shall be transparent color, and to be field installable and removable by users “on-demand” with no tools necessary to accomplish installation or removal of backs.

System bins to accept snap-in vertical dividers, lateral hanging files, lockable and/or magnetic Plexiglas doors (in six colors) drawers (in 3 depth capacities), dished sort trays and thumb-cut shelves to permit vertical or horizontal sorting as required by users at each individual bin location throughout the sorter configuration. All above interior components to be available from manufacturer’s standard product range. System to allow user to switch back and forth between sorting components as often as required to support ongoing changes in work processing, and to allow said changes to be performed “on-demand” with no tools needed to accomplish such changes. Drawers to feature a removable “positive stop” device to prevent accidental removal by users. Please provide drawings/specifications detailing standard interior components available.

Sorters/Organizers to be anchored to risers or tables with integral base mounting device which easily attaches and removes, and which requires no exposed hardware to accomplish the positive and secure attachment of sorters to any surface.

Stock sorters to be available in designer gray or black color, with custom laminate finishes available on a project basis as needed.

Sorters/Organizers to be shipped assembled.

E. Hinges:

European Style concealed hinges (Blum 32mm “Clip Series” or equal) with self closing, non drift design. Hinges to have independent 6-way, 3-dimensional adjustment, nickel plated with integral self-closing action.

Tool-free mounting of hinges to mounting plates for each installation, removal and replacement. Minimum 125° opening angle for easy, full access to cabinet interiors and contents.

F. Drawer System (self-closing design):

Three (3) sided drawerbox with metal sides screwed to minimum 5/8” thick drawer bottom and back panel, requires no glue or joinery. Drawer sides of stamped, ribbed steel manufacture for maximum strength and durability, with epoxy coated finish.

Drawer fronts to be easily removed and reattached with no adjustment required. Drawer fronts to allow easy independent adjustment of height and side-to-side alignment. Drawer hardware and movements meet or exceed all ANSI-BHMA standards for cycle life, dynamic and static load performance.

Drawers to have 100 lbs. static capacity and a dynamic capacity of 75 lbs., rated to perform 100,000 open/close cycles without failure.

System design to provide hanging rail guides and interior drawer divider system for maximum efficiency of drawer organization.

G. Warranty:

System to be covered by a LIFETIME WARRANTY by the manufacturer. Provide a written copy of manufacturer's warranty.

H. General Notes:

1. Responding bidders must provide appropriate literature and/or product samples to confirm compliance with specifications as noted herein.
2. Deviations from equipment as specified must be noted in writing per each individual deviation. Responding prospective supplier will be required to provide actual samples of any offered equipment not in full compliance with project specifications.
3. A written copy of the equipment manufacturer's WARRANTY must be included with all bids.
4. Specified equipment characteristics are to be construed as the minimum acceptable quality and performance requirement. If a spec deviation is noted, prospective vendor must provide written documentation of the non-conforming equipment's features that are equal to or in excess of specified minimum quality and functionality levels.
5. Prospective vendors are required to comply with all applicable local fire, ADA, safety, and related relevant codes as pertain in the locality of installation.
6. Prospective vendors must perform and satisfy all facets of project as specified in conformance with all applicable trade associations serving project venue.

MODULAR MAILROOM FURNITURE SYSTEM COMPONENTS

<u>QUANTITY</u>	<u>DESCRIPTION</u>
1	Preconfigured mail sort module with transparent back approximately 70 7/8"W x 28 1/8"H x 15 3/4"D consisting of six (6) bins wide and two (2) bins high with each bin measuring approximately 11 1/2"W x 15 3/4"D x 13 3/4"H. Two (2) bins shall have no mail trays. Four (4) bins shall each have one (1) transparent mail tray creating two (2) mail slots each approximately 6 1/2" H. Six (6) bins shall each have three (3) transparent mail trays creating four (4) mail slots each approximately 3 1/4"H. Each of the mail slots in each bin shall have one (1) index holder with label strip.
1	Base Cabinet approximately 35 1/2"W x 30"H x 30"D with closed storage base with sliding doors and door lock. Cabinet shall have one (1) intermediate shelf.
1	Base Cabinet approximately 59 1/16W x 30"H x 30"D with closed storage base with sliding doors and door lock. Cabinet shall have one (1) intermediate shelf.
1	Base Cabinet approximately 70 7/8"W x 30"H x 30"D with one (1) top storage bay to accommodate three (3) mail totes and one (1) bottom storage bay for miscellaneous storage. Cabinet top to have three (3) cut out paper slots each approximately 16"W x 5"W, paper slot label names to be determined by the end user. Cabinet shall have one (1) intermediate shelf.
3	Mail totes each approximately 13 1/4"W x 18 1/4"L x 11 1/4"H.
1	Labeling Software Program compatible with Excel Spreadsheet Program to print index labels for mail slots.